



ROANOKE CITY  
PUBLIC SCHOOLS

# Roanoke City Public Schools Infectious Disease (COVID-19) Preparedness and Response Plan

Version Date May 31, 2022, July 25, 2022

## I. PURPOSE

The health and safety of all Roanoke City Public Schools students and staff are our priority. Roanoke City Public Schools (RCPS) will continue to follow mandates from the public health experts at the Virginia Department of Health, recommendations from the Centers for Disease Control and Prevention, directives from the Governor, and guidance from the Virginia Department of Education (VDOE), in our planning and decision making. This Plan is based on the following guidance documents: (1) Virginia Phase Guidance for Schools, (2) August 2021 and March 2022 CDC Guidance for Schools, (3) Recover, Redesign, Restart released by the Virginia Department of Education, (4) American Academy of Pediatrics position statements, and (6) SB739.

The preventative measures implemented by RCPS can prevent the entry and spread of COVID-19 by students and staff who may have been exposed to the virus, minimize the disruption of in-person instruction, and protect students and staff from discrimination.

## II. RESPONSIBILITIES

The Superintendent has assigned the following individual(s) to serve as the RCPS Division Team and specifically the Coordinator of School Health Services to serve in the role of health officer. The health officer has the authority to stop or alter activities to ensure all work practices conform to the mandatory safety and health requirements applicable to COVID-19 as well as any other infectious disease hazards.

### COVID-19 Division Team

Mrs. Verletta White, Superintendent

Mr. Archie Freeman, III, Chief Academic Officer

Mrs. Kathleen Jackson, Chief Finance Officer

Mr. Chris Perkins, Chief Operations Officer

Mr. Dominick McKee, Chief Human Resources Officer

Mrs. Jill Jeter, Coordinator of School Health Services – Health Officer for the Division,  
[jjeter@rcps.info](mailto:jjeter@rcps.info) or (540) 853-1430

Mrs. Hayley Poland, Assistant Superintendent of Equity and Student Services, Point of Contact for the Division, [hpoland@rcps.info](mailto:hpoland@rcps.info) or (540) 853-1393

Dr. Eric Anderson, Assistant Superintendent of Elementary Education

Dr. Julie Drewry, Executive Director of Accountability, Assessment and Analysis

Ms. Cari Gates, Executive Director of Professional Learning

Mr. Greg Johnston, Executive Director of Academics

Dr. Benjamin Lewis, Executive Director of Special Education

Mrs. Kelly Sandridge, Chief Communications and Community Engagement  
Marketing and Communications

Dr. Alan Seibert, Constituent Services and Government Relations Officer

Mr. Wesley Williams, Executive Director of Technology

Ms. Hope White, Alleghany Health District, Virginia Department of Health,  
Epidemiologist – (540) 283-5032

## **COVID-19 School Contact**

### **Elementary**

Crystal Spring: Jason Rooney – [jrooney@rcps.info](mailto:jrooney@rcps.info)

Fairview: TBD

Fallon Park: John Otey – [jotey@rcps.info](mailto:jotey@rcps.info)

Fishburn Park: Jason Wimbush – [jwimbush@rcps.info](mailto:jwimbush@rcps.info)

Garden City: Caroline Williams – [chwilliams@rcps.info](mailto:chwilliams@rcps.info)

Grandin Court: Will Krause – [wkrause@rcps.info](mailto:wkrause@rcps.info)

Highland Park: Kelly Rooney – [klrooney@rcps.info](mailto:klrooney@rcps.info)

Hurt Park: Danielle Allen – [dballen@rcps.info](mailto:dballen@rcps.info)

Lincoln Terrace: Kristen Mills – [kmills@rcps.info](mailto:kmills@rcps.info)

Monterey: Morgan Johnson-Strother – [mmjohnson-strother@rcps.info](mailto:mmjohnson-strother@rcps.info)

Morningside: Megan Arthur – [mdarthur@rcps.info](mailto:mdarthur@rcps.info)

Preston Park: Eric Fisher – [efisher@rcps.info](mailto:efisher@rcps.info)

Roanoke Academy: Toni Belton – [tbelton@rcps.info](mailto:tbelton@rcps.info)

Round Hill: Brenda Russ – [bruss@rcps.info](mailto:bruss@rcps.info)

Virginia Heights: Theresa Schmitt – [taschmitt@rcps.info](mailto:taschmitt@rcps.info)

Wasena: Marina Seal – [msseal@rcps.info](mailto:msseal@rcps.info)

Westside: Kristen English – [kenglish@rcps.info](mailto:kenglish@rcps.info)

### **Middle**

Lucy Addison: Jonathan Rosser – [jrosser@rcps.info](mailto:jrosser@rcps.info)

James Breckinridge: Josh Dowdy – [jadowdy@rcps.info](mailto:jadowdy@rcps.info)

John Fishwick: Ryan Loose – [rloose@rcps.info](mailto:rloose@rcps.info)

James Madison: Kathrine Duncan – [khduncan@rcps.info](mailto:khduncan@rcps.info)

Woodrow Wilson: Bradley Jenkins – [bjenkins@rcps.info](mailto:bjenkins@rcps.info)

## High

Patrick Henry: Karen Leslie – [kleslie@rcps.info](mailto:kleslie@rcps.info)

William Fleming: Tracy Anderson – [tanderson@rcps.info](mailto:tanderson@rcps.info)

ROTEC: Kathleen Duncan - [kduncan@rcps.info](mailto:kduncan@rcps.info)

Noel Taylor Academy: David Baylor – [dbaylor@rcps.info](mailto:dbaylor@rcps.info)

Forest Park Academy: Patricia Maxey - [pmaxey@rcps.info](mailto:pmaxey@rcps.info)

Roanoke Valley Governor’s School: Mark Levy - [mlevy@rvgs.k12.va.us](mailto:mlevy@rvgs.k12.va.us)

Roanoke Valley Juvenile Detention Center: Mason King – [mking@rcps.info](mailto:mking@rcps.info)

To ensure compliance with the most recent safety and health requirements, the health officer is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. The health officer is also responsible for providing employees with a copy of this plan upon request.

## Division Participation in Community Response Efforts

RCPS staff is in regular communication with the local Roanoke City and Alleghany Health Districts of the Virginia Department of Health. Information and input are received regularly from the division’s School Health Advisory Board (SHAB.) Area superintendents communicate regularly to share ideas and plans for maintaining in-person instruction and increasing mitigation measures. It is important to note, parts of this plan are subject to change with little notice, in response to CDC, VDH, and local and state government directives and/or recommendations.

## III. CONTINGENCY PLAN IN THE EVENT OF AN INFECTIOUS DISEASE OUTBREAK

RCPS will communicate with staff, parents/guardians, and students when there is an outbreak within the school division. For criteria of what is considered an outbreak, please see pages 19 and 20 of this plan.

Bus confirmed positive case:

- When notified of a confirmed or probable case was transported on an RCPS bus, that bus should be cleaned according to CDC guidelines.

Extracurricular School Activities:

- Extracurricular activities will follow Virginia High School League (VHSL)/Virginia Department of Education (VDOE) guidelines.
- Extracurricular activities will be assessed independently depending on the nature of the activity, the setup of the activity, and the mitigation strategies in place using the following guidance:
  - School-sponsored sports and extracurricular activities provide students with enrichment opportunities that can help them learn and achieve, and support their social, emotional, and mental health. Due to increased exhalation that occurs during physical activity, some sports can put players, coaches, trainers, and others at increased risk for getting and spreading COVID-19. Close contact sports and indoor sports are particularly risky. Similar risks might exist for other extracurricular activities, such as band, choir, theater, and school clubs that meet indoors.
  - Prevention strategies in these activities remain important. People who are fully vaccinated can refrain from quarantine following a known exposure if asymptomatic, facilitating continued participation in in-person learning, sports, and extracurricular activities. Students/Staff should refrain from these activities when they have symptoms consistent with COVID-19 and should be tested.
    - Coaches, instructors, and administrators should also consider specific risks:
      - **Setting of the sporting event or activity.** In general, the risk of COVID-19 transmission is lower when playing outdoors than in indoor settings. Consider the ability to keep physical distancing in various settings at the sporting event (i.e., fields, benches/team areas, locker rooms, spectator viewing areas, spectator facilities/restrooms, etc.).
      - **Physical closeness.** Spread of COVID-19 is more likely to occur in sports that require sustained close contact (such as wrestling, hockey, football).
      - **Number of people.** Risk of spread of COVID-19 increases with increasing numbers of participants, spectators, and staff.
      - **Level of intensity of activity.** The risk of COVID-19 spread increases with the intensity of the sport or activity.
      - **Duration of time.** The risk of COVID-19 spread increases the more time participants, coaches, teachers, staff, and spectators spend in close proximity or in indoor group settings. This

includes time spent traveling to/from events, meetings, meals, and other settings related to the event.

- **Presence of people more likely to develop severe illness.** People at increased risk of severe illness might need to take extra precautions.

## Outbreak Response

Once a school reaches outbreak status (as determined in collaboration with the local health department):

- All individuals that have been in the school or building should be notified by the school.
- The school will communicate with the local health department concerning the location of the case(s), any exposures, cases with symptoms, and assist with contact tracing to suppress COVID transmission.
- If an outbreak has been difficult to control or is unusual in size or scope, regional and local epidemiologist may apply professional judgement and recommend traditional quarantine and isolation standards be applied until the situation is stabilized.
- If an outbreak is determined within a single classroom, individuals will be notified by the school and the classroom will be cleaned based on CDC guidance.
- If multiple positive cases are spread across several classrooms:
  - The school may move to remote learning for a time period following local health department guidance.
  - The areas or classrooms where the confirmed case was located should be cleaned according to CDC guidelines.
- All in-person extra-curricular activities may be suspended during the time period the school is closed.

## IV. BASIC DISEASE PREVENTION AND CONTROL MEASURES

### Symptoms of COVID-19

Essential components to limiting the spread of COVID-19 are screening, monitoring, and testing of students and staff for potential infections. In addition, students and staff exhibiting signs or symptoms of illness will be actively encouraged to stay home. Education on the symptoms of COVID-19 will be emphasized to students, parents/guardians, and staff.

People with these symptoms or combinations of these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

- Fever (100.0F or greater)
- Chills
- Muscle or body aches
- Fatigue (feeling tired)
- Headache
- Stuffy/Running nose
- Congestion
- Sore throat
- New loss of taste or smell
- Nausea/Vomiting
- Diarrhea

#### **COVID-19 Screening Questions for All Staff and Students (Regardless of Vaccination Status)**

Students and staff should conduct a self-assessment at home for symptoms of COVID-19 **before** reporting to school or boarding school transportation. The following questions will be used to screen students or staff by the school nurse or Employee Health if illness is suspected.

YES or NO since my last day in the building, have I had any of the following:

- A new fever (100.0F or higher) or a sense of having a fever since you were last in school?
- A new cough or breathing difficulty that cannot be attributed to another health condition?
- Any new symptoms that cannot be attributed to another health condition or specific activity (such as physical exercise)?
- Have you been exposed to anyone who tested positive or suspected positive for Coronavirus (COVID-19) in the past 14 days? An exposure is defined as physical contact within 6 feet for 15 minutes or more during a 24-hour period.

If a staff member answers YES to any of the screening questions before arriving, they should stay home and not enter the building. The staff member will contact their administrator and Employee Health (540)853-1436. Employee Health will review assessment questions and provide guidance based on RCPS protocol and VDH guidance. Staff members who develop symptoms at school will be instructed to contact Employee Health.

If a student answers YES to any of the screening questions before arriving, they need to stay home and should not ride any RCPS transportation or enter the building. The parent/guardian needs to notify the school nurse. The school nurse will review with the parent/guardian additional assessment questions and will provide guidance based on RCPS protocols as well as VDH guidance. Students who develop COVID-19 symptoms while at school will be directed to the school nurse.

### **Promoting Behaviors that Reduce Spread**

- School health and safety guidance and protocols will be available on the RCPS website for staff, students, parents/guardians, and community members to review prior to the beginning of the school year and throughout the year.
- Staff will encourage hand hygiene and respiratory etiquette daily. In addition, the health information below will be provided to all staff and students:
  - Wash hands with soap and water for at least 20 seconds
  - Avoid touching your face
  - Cover coughs and sneezes with a tissue and throw the tissue in the trash immediately
  - Use hand sanitizer throughout the day
- RCPS recommends face coverings be worn; however, students, staff, and visitors are not required to wear them. Students and staff are welcome to continue wearing a face covering if they choose.
- Face coverings are also optional on school buses.
- Outdoor physical activity will be prioritized over indoor.
- Each school will promote physical distancing to the extent possible in the following ways:
  - Classrooms for students in preschool through grade 12 will be modified for each desk or student workstation to have three (3) feet of social distancing, as space allows. Students will be socially distanced as much as space allows when eating in the cafeteria. Students will be encouraged to eat outside if appropriate. In addition, students may return to the classroom to eat if approved by an administrator. Administrators have discretion to work with cafeteria staff to develop a meal plan specific to their needs.
  - Staff meetings can be held in-person, face masks are recommended but not required. Participants should maintain (3) feet of social distance to the extent possible. Virtual accommodations will be provided for staff who do not feel comfortable attending in a group setting.

- Parent/guardian meetings can be held in-person, face masks are recommended but not required. Participants should maintain 3 feet social distancing to the extent possible. Virtual meetings will be provided upon request.
- Healthy hygiene behaviors will be supported and promoted by providing adequate supplies, including soap, hand sanitizer, paper towels, tissues, disinfectant wipes, replacement cloth face coverings, and no-touch trash cans.
- Schools will post signs and messages in highly visible locations that promote everyday protective measures, and that describe how to stop the spread of germs, proper hand washing, and proper wearing of a cloth face covering.
- Mental health services will be available at each school.

### **Outdoor**

Any operations in which education or activity is primarily and traditionally performed outdoors should:

- Prohibit gatherings of any size in which people cannot physically distance from one another.
- Limit in-person interaction with outside public and coworkers to the maximum extent possible.
- Provide and require the use of personal protective equipment as appropriate for the activity being performed.
- Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning and disinfection of tools, equipment, and frequently touched surfaces.

### **School Counseling and Social Work**

School counseling and social work services are available for students and their families by appointment through phone conferencing, virtual meetings, and face-to-face meetings adhering to social distancing requirements to the extent possible.

- Resources will also be available on our RCPS School Counseling and Social Work website.

### **Maintaining Healthy Environments**

- School staff will clean and disinfect frequently touched surfaces (e.g., door handles, light switches, sink handles) within the school and on school buses and other transportation daily.
- Teachers will ensure students are not eating directly off the desk or table surface by providing them with a paper towel to cover the desk.
- Ventilation systems have been adjusted to the extent possible for air

circulation, and HEPA air purifiers have been added to classrooms and cafeterias.

- Students will wash their hands before and after using playground equipment. The equipment will be cleaned and disinfected daily or as requested by the administrator.
- School staff will encourage and provide time for students to wash their hands upon arrival, prior to dismissal, before eating snack/lunch, after bathroom use, and at regular intervals throughout the day.

**Access to staff common areas, breakrooms, or lunchrooms shall be closed or controlled.**

If the nature of a staff member's work or the work area does not allow staff to consume meals in the staff's workspace while observing physical distancing, RCPS may designate, reconfigure, and alternate usage of spaces where staff congregate, including lunch and break rooms, locker rooms, time clocks, etc., with controlled access, provided the following conditions are met:

- At the entrance of the designated common area or room, the school or department shall clearly post the permitted occupancy of the space and requirements for physical distancing, hand washing and hand sanitizing, and cleaning of shared surfaces for staff who are not fully vaccinated;
- The school or department shall limit occupancy of the designated common area or room so occupants who are not fully vaccinated can maintain physical distancing from each other. The occupancy limit shall be enforced;
- When no individuals suspected or confirmed to have COVID-19 are known to have been in a space, the employer shall clean the common area, breakroom, or lunchroom once per shift; and
- Handwashing facilities, and hand sanitizer where feasible, are available to employees. Hand sanitizers required for use to protect against SARS-CoV-2 are flammable and use and storage in hot environments can result in a hazard.

**Custodial Services**

Actions Taken to Promote Custodial Employee Safety:

Additional hand sanitization and hand washing stations have been deployed. The use of facial coverings is recommended when three (3) feet of social distancing cannot be achieved. This applies to both the job site and while driving or riding in a RCPS vehicle.

Below are the current strategies implemented by RCPS Custodial Staff in the mitigation of the COVID- 19 virus.

Inventory: RCPS is working to procure all needed custodial supplies as they are made available.

Equipment: RCPS purchased Clorox T360 electrostatic backpack sprayers that will be used in the disinfection process. These devices will be utilized in the cleaning plan to address the

disinfecting of classroom spaces and public gathering areas as appropriate.

Current Approved Custodial Cleaning Plan - COVID-19:

The attached cleaning specification approved by the FDA will continue to be used with the following modifications.

Additional cleaners have been added with N list EPA rated virucides or disinfectants.

- Frequency of cleaning tasks will be modified on a building-by-building basis, based on occupancy and traffic.
- All touchpoint areas will be disinfected daily. These areas include, but are not limited to, the following: tables, doorknobs, light switches, countertops, handles, desks, elevator buttons, railings, vending machines, drinking fountains, push plates, and bathrooms.
- RCPS will focus on cleaning highly used areas and/or tools and equipment when exchanged between individuals, providing additional disinfecting and high visibility cleaning.
- RCPS will provide cleaning and disinfection services for specific areas when requested by the site as appropriate.
- Areas that are not utilized, such as secured/closed areas, will be cleaned less frequently and the focus and frequency will be on public spaces and high traffic areas.
- RCPS will focus on deep cleaning the building when the majority of the students are not on site.
- RCPS recommends staff clean and disinfect personal items in their office or classroom. This includes phone, keyboard, mouse, TV, computer, student chairs, and student workspaces. RCPS will supply the appropriate disinfectant and will spray student chairs and workspaces nightly.
- RCPS will provide disinfectant spray bottles and product.

Process For Special Cleaning: Areas with Suspected or Confirmed COVID-19 Exposure:

RCPS will utilize the Clorox T360 electrostatic sprayers and aerosol disinfectants to remediate areas potentially contaminated with COVID-19. Below is the process for treating the contaminated areas:

- Any areas exposed to the virus will be cleaned by RCPS staff.
- Following the recommendation of the CDC, school nurse areas will be cleaned after each use.
- If exposure occurs in common areas, RCPS will disinfect immediately.

- An electrostatic sprayer, Clorox T360, or a canned fog bomb containing an EPA-rated virucide, will be utilized initially and a wipe down with virucide will be done after the process.

## **Transportation**

### Students

- To accommodate transporting students to school, students will be seated two to a seat to the extent possible. Students who live in the same household will be asked to sit together.
- RCPS recommends face coverings be worn on school transportation; however, students, staff, and visitors are not required to wear them. Designated windows will be slightly lowered to increase air flow.
- Routine and increased disinfecting processes will be performed at the conclusion of morning and afternoon routes.
- Standardized disinfectant cleaning product will be utilized.
- Buses are equipped with HEPA air purifiers.

### Staff

- When an employee is occupying a vehicle or other form of RCPS transportation with one or more employees or other persons for work purposes, face masks are recommended but not required. Windows should be lowered to increase air flow, and physical distancing maintained to the extent possible while in transit.

## **Maintenance**

- Clean all HVAC unit coils.
- Replace of all HVAC filters.
- Inspect and change filters on a three-month rotation.
- Set outside air settings on all HVAC units based on mechanical engineering studies. This may result in increased utility costs.

## **V. IDENTIFICATION AND ISOLATION OF SICK AND/OR EXPOSED STUDENTS AND EMPLOYEES**

### **Maintaining Healthy Operations**

The school nurse at each school will serve as the designated COVID-19 point of contact for all parents/guardians with concerns or questions. Concerns are shared with Christina Clifton, RCPS School Nurse Manager. Ms. Clifton serves as the liaison with the VDH.

- Parents/guardians of students at higher risk for severe illness from COVID-19 should notify the school administrator and participate in the development of an individual health plan.
- Volunteers will be allowed to assist with essential activities as approved by the administrator. Volunteers will be expected to self-screen before coming to school.
- To maintain social distancing, arrival and dismissal times may be staggered at the discretion of the administrator. Students will be supervised during arrival and dismissal.
- Student and staff absenteeism will be monitored at each school. RCPS Office of Student Accountability and Attendance will track student and staff absenteeism trends by school and division. All COVID-19-related absences for staff and students will be monitored by the school nurse and the Coordinator of Health Services. These absences will be reported to the Chief Operations Officer. COVID-19 related absenteeism of students and staff will be shared with the local health department as needed. Schools will develop a plan to cover absences of staff unable to continue their job responsibility due to COVID-19 related absences for a short or long period of time.
- Staff will be trained on health and safety protocols prior to the opening of school and provided updates as appropriate.
- Students and staff will complete daily self-assessment health checks prior to reporting to school.

### **Student Health Protocol**

- A procedure will be implemented in each school for students to visit the school nurse. The procedure will ensure social distancing is maintained and allow for time to clean and disinfect between visits as needed.
- CDC and VDH guidelines will be followed to determine the length of time required to isolate and/or quarantine.
- The school nurse will work directly with parents/guardians of students exhibiting symptoms or who tested positive for COVID-19. The school nurse will determine when the student may return to in-person learning. The school nurse will communicate to administrators the date the student is allowed to return to in-person instruction. The administrator will develop a plan for the student to receive missed instruction and complete missed work.
- Each student or staff COVID-19 case that is reported will be tracked by the school nurse or RCPS Health Services. Timelines and protocols for returning to in-person instruction will be follow VDH and CDC guidelines.

- Nurses will wear medical grade masks during student visits if symptoms are present. Medical grade PPE includes masks, gloves, and face shields. Face shields and a mask will be worn during aerosolized procedures. Aerosolized procedures will be done in a separate room if possible.
- Health services typically provided will be maintained.
- For positive COVID-19 cases, parents/guardians should contact their school's nurse for a return to school date. If the VDH determines there has been an outbreak in a classroom or school, the school division and the VDH will work together to develop a message that will be sent to all staff and students potentially exposed **within 24 hours to the greatest extent possible**.

### Preparing for When Someone Becomes Ill - Current VDH Recommendations

- Responding to evolving needs of students, staff, and their families during this pandemic is a priority. As school community members become sick, need to care for sick family members, and/or face significant disruption in their personal lives, the school will work with each individual to support their needs to the extent possible.
- If a student is exhibiting symptoms that meet the criteria for COVID-19, the school nurse or other designee will ensure the student is wearing the face covering properly, contact the parent/guardian to pick the student up, and will have the student wait with limited exposure to others. Confidentiality is essential. The school nurse will only notify the school principal and school attendance.
- **Test to Stay Program (TTS):** The Test to Stay program allows students who've been exposed to COVID-19 and who are not fully vaccinated or have not had COVID-19 in the last six months to voluntarily participate in daily testing. Students may consider wearing a face covering around others indoors until Day 10.  
RCPS began offering Test to Stay on, February 21, 2022. With Test to Stay, the first step will still be to contact the school nurse prior to going to school if a student is exposed to COVID-19. If the nurse determines the student is eligible for the Test to Stay program, the student will test as soon as close contact exposure is discovered and test again on Day 5. The student may remain in school as long as they test is negative and do not have symptoms. The student will consider wearing a face covering for 10 days after exposure.

It is important to note, students who have been exposed and are fully vaccinated, unvaccinated, or who have had COVID-19 within the last six month, that do not have symptoms may still attend school without testing but should consider wearing a will-fitted face covering while in school.

- Household contact: If possible, the individuals who is COVID-19 positive should attempt to completely isolate from other members of the household. VDH recommends members

of the household should test at least three times after notified of close contact exposure. Please see below for details regarding options under the voluntary Test to Stay Program.

\*Current VDH quarantine guidelines:

- Asymptomatic students may attend school, consider wearing a mask for 10 days while monitoring for symptoms:
  - Students can remain in school as long as they test negative and do not have symptoms.
  - If a student begins experiencing symptoms or tests positive for COVID-19, they need to stay home and contact the school nurse.
- Participation in the Test to Stay (TTS) Program is voluntary and students will test 3 times. Test to Stay should test for COVID-19 as soon as the exposure is detected (Test #1), when the household member with COVID-19 has completed their isolation period (Day 6 from onset of symptoms for the individual with COVID-19) (Test #2), and again 5 days after the household member with COVID-19 has completed their isolation (Day 11 from onset of symptoms for the individual with COVID-19) (Test #3).
- Non-household contacts: Individuals who are unvaccinated and are exposed to COVID-19 may continue to attend school as long as they remain asymptomatic. Parents should monitor for symptoms for up to 10 days from the date of last contact with the case. VDH guidelines will be followed.

\*Current VDH quarantine guidelines:

- Asymptomatic students may attend school, consider wearing a mask for 10 days, while monitor for symptoms.
  - Students can participate in the voluntary Test to Stay Program if desired.

**Test to Stay Option:** If the nurse determines the student is eligible for the Test to Stay program, the student will test as soon as close contact exposure is discovered and test again on Day 5. The student may remain in school as long as they test is negative and do not have symptoms. The student will consider wearing a face covering for 10 days after exposure.

- ***\*Guidelines for quarantine and isolation are subject to change per CDC and VDH recommendations.***
- If a known outbreak is identified in the school, notification will be sent out within 24 hours of the school being notified to parents/guardians of students who were potentially exposed and staff. Contact tracing will be completed at that time. Classroom or school closure will be determined by VDH. A letter will be sent home to

families impacted by a classroom or school closure based on the recommendation and guidance provided by the VDH.

- An outbreak is defined as:
  - 3 cases (symptomatic or asymptomatic with a positive test) within a 14-day period and can be linked to a specific person/place/time; OR
  - multiple cases, which make up 10% or more of a group. For example, a class, school, or team.
- Student and staff quarantine and classroom or school closures will be based on advice from VDH. If a school is closed, all activities associated with the school will also be canceled.
- Contact tracing will occur during outbreak situations. The VDH, the school nurse, and RCPS Employee Health Coordinator will work together to contact trace all individuals who were less than 6 feet from the positive person for more than 15 minutes. Students will not be considered an exposure if 3 feet social distance has been maintained and all students have been appropriately wearing face coverings. Students who are not wearing a face covering and are less than 6 feet apart will be considered an exposure.

The school nurse or RCPS Coordinator of Health Services will inquire regarding distancing and time of close contact to determine if anyone has a potential exposure during the time period defined by the VDH. Currently, the time period is based on two days prior to the positive case exhibiting symptoms or two days prior to the test date that resulted in a positive test result, whichever occurs first. The VDH will provide a person to trace the potential exposure outside of the school. The school nurse or RCPS Coordinator of Health Services will determine if there are siblings, family, and staff within the school division, and will initiate contact tracing with the school nurse from the affected schools. Exposed students and staff members will be provided options for remaining in school, including participating in the voluntary Test to Stay Program. Confidentiality will be maintained at all times to the extent possible during contact tracing.

### **Student with COVID-19 Like Symptoms**

- The school nurse will have a conversation with the student's parent/guardian and will evaluate circumstances to determine if a pre-existing condition could be the cause of the symptoms.
- If the symptoms are not related to a pre-existing condition, the nurse will recommend the parent/guardian speak to a health care provider.

- If an alternative diagnosis is determined by the health care provider, the student can return to in-person learning based on medical guidance related to the diagnosis. The parent/guardian should provide a note from the healthcare provider to return to in-person learning.
- If a parent/guardian does not contact a health care provider and symptoms improve, the student can return after being symptom-free for 72 hours and fever free for 24 hours without the use of fever-reducing medications. If symptoms continue beyond 72 hours, it is recommended to follow-up with a health care provider. The parent/guardian will need to send a note about the absence upon return to school.
- If the health care provider recommends the student be tested and should quarantine, RCPS will follow VDH guidelines for ending isolation in a non-healthcare setting.
- If the test returns negative, the student may return to school with a note from a health care provider stating they can return, or a copy of the negative COVID-19 test results. Rapid COVID-19 test results will not be accepted for a negative test per VDH. These persons should be advised to have a PCR COVID-19 test.

### **Student Who Tests Positive for COVID-19**

- If the student's test is positive, regardless of vaccination status:
  - RCPS will follow VDH guidelines for isolation.
  - The school nurse will monitor for additional positive cases that could potentially lead to an outbreak in the school setting.
  - The school nurse will communicate with the parent/guardian on return to school options.
  - Student may return to school once isolation requirements are met.
    - Students who are in grade 2-12 will isolate at home for 5 days
    - Student may return on day 6, if:
      - They are asymptomatic, or
      - if symptoms have improved and they have been fever-free for 24 hours without fever reducing medications.
    - Students/Staff who are not fever-free, must remain at home until they have been fever-free for 24 hours without fever reducing medications.
    - Individuals returning before day 11 **MUST** do the following days 6 through 10:

- If the individual is able to wear a mask at ALL times (even during PE, recess, athletics, etc.), or
  - If the individual is unable or unwilling to mask during this time, VDH recommends a NEGATIVE test on or after Day 6 in order to return to school, or
  - If unable/unwilling to wear a mask and refuses to test, the individual will remain home through day 10.
- Students who are in Preschool, Kindergarten, 1st grade, or students/staff who are medically or developmentally unable to wear a face covering appropriately must stay out of school for the entire 10-day isolation period, returning to school on day 11 or test Negative on or after Day 6.
- Parent/guardian that wish to participate in testing to return on or after Day 6, may request an At-Home Rapid Antigen Test from the school nurse.
  - If the student continues to be symptomatic on day 10, they should not return to school until fever-free without fever-reducing medication and improved symptoms for at least 24 hours.
  - Loss of taste and smell might persist for weeks or months and this should NOT delay their return to school.
- If an unvaccinated individual is considered to have had close contact to a person suspected of having or testing positive for COVID-19, RCPS will follow the VDH guidelines for quarantining for household or non-household contact. Quarantine is no longer recommended, and individuals may continue in-person learning as long as they remain asymptomatic.
    - Masks: Students/staff that attend in-person learning during this time may consider wearing a mask around others indoors until Day 10.
    - Testing: Students may participate in the Test to Stay protocol.

### **Staff with COVID-19 Like Symptoms**

- If an alternative diagnosis is determined, the employee can return based on usual guidance.
- If an employee does not contact a health care provider and symptoms improve, the employee can return to the building after being symptom free for 72 hours and fever free for 24 hours without the use of fever-reducing medications.

- If the employee is out longer than 4 days, a physician's note will be required to return to the building. These notes should be given to RCPS Employee Health.
- If the health care provider recommends an employee be tested and to quarantine, RCPS will follow the negative case or positive case directions below.
- Negative test: If the first test, after having symptoms, is negative the employee will need a note from their health care provider stating they can return to in-person work and/or provide a copy of the negative results. RCPS Employee Health will keep a copy of the letter/results.

### **Staff Who Test Positive for COVID-19**

- Notify RCPS Employee Health Coordinator Jill Jeter of any positive COVID-19 tests.
- Positive test: Employees can come back to in-person work after 5-day isolation if symptoms have improved, and they have been fever-free for 24 hours without fever-reducing medications. Employee returning before day 11 must wear a well-fitted face covering around other people at work and in the community for days 6 through 10. They must also sit at least 6 feet from all others before removing their face covering to eat or drink. If employees are unable or unwilling to mask during this time, VDH recommends a NEGATIVE test on or after Day 6 in order to return to work or the employee should remain home through Day 10.
- If employee remains symptomatic and/or has a fever, they should contact their health care provider for further advice and obtain a note stating when they can return to in-person work. Loss of taste and smell might persist for weeks or months and this should NOT delay their return to work.

### **Positive COVID-19 Test in Asymptomatic Person**

Follow isolation requirements set out by the VDH and as outlined above for those individuals testing positive with symptoms.

### **Close Contacts**

- If someone is considered a close contact in an outbreak occurring within RCPS, the school system will follow VDH guidelines for quarantining (either household or non-household contact). If the school is experiencing an outbreak of COVID-19 that has been difficult to control or is unusual in size or scope, regional and local epidemiologist may apply professional judgement and recommend traditional quarantine and isolation standards be applied until the situation is stabilized.
- Close contact is defined as being within 6 feet of a COVID-19 positive individual for 15 minutes or more within a 24-hour period. Close contact is also defined as having exposure to the person's respiratory secretions (for example, coughed or sneezed on; shared a drinking glass or utensils; kissing) while they were contagious. The defined

time starts two days prior to the person becoming symptomatic or testing positive. CDC recommends that asymptomatic people who have a known exposure be tested. VDH recommends testing as soon as possible after the exposure is identified and again between day 3-5 after possible exposure to COVID-19.

- Students and employees may consider wearing mask around others indoors until Day 10.
- Students and employees may use Test to Stay Program. Contact the School Nurse or Employee Health.
- If a student or employee has ongoing household exposure to a person with COVID-19, VDH recommends students, families, and staff consider more frequent testing. Test to Stay Program is available.

### **Individuals Not Required to Quarantine After Exposure**

- Students and employees do need to quarantine from school and may continue to attend in person as long as you do not develop symptoms.
- COVID-19 positive within the past six months and DO NOT develop new symptoms.
- Fully vaccinated for COVID-19. Proof of vaccination date(s) will be required to determine if student or staff member meets criteria. Students and staff will need to communicate with Employee Health and the school nurse to make a final determination on vaccination status.
  - Fully vaccinated means 2 weeks or more have passed since receiving of the second dose in a 2- dose series, or 2 weeks or more have passed since receiving one dose of a single-dose vaccine. Proof of vaccination date(s) will be required to determine if student or staff member meets criteria. School nurses will make the determination.
- Students or employees who voluntarily participate in the Test to Stay (TTS) program who remain asymptomatic, test negative days 1-5, and consider wearing a well-fitted face covering days 1-10.
- An individual who is not required to quarantine after exposure will:
  - Monitor themselves for symptoms of COVID-19 for 10 days,
  - Consider wearing a well-fitted face covering around others for 10 days,
  - Test on day 5, if possible,
  - Follow other mitigation recommendations from VDH/CDC.

## VI. RETURN TO WORK REQUIREMENTS

### Guide for Employees Unable to Return to Work or Requesting Accommodations

The *Emergency Paid Sick Leave Act* and the *Emergency Family and Medical Leave Expansion Act* ended on March 31, 2021.

Employees are to report to their work location on their assigned days. If an employee is unable to work or chooses not to work on their assigned day, the employee must apply for leave, which will be processed in accordance with applicable law, policy, or protocol.

## VII. PROCEDURES FOR MINIMIZING EXPOSURE FROM OUTSIDE THE WORKPLACE

RCPS business practices are evaluated to maximize the safety and health of all individuals. This is done on a phased approach. Beginning with appointment-only onsite meetings, virtual meetings, and finally transitioning to onsite meetings with appropriate precautions.

## VIII. EMPLOYEE CONCERNS

Conducting our business in an ethical manner is the obligation of all employees. By fulfilling this obligation, we not only protect the reputation and image of Roanoke City Public Schools, we also honor our responsibility to Roanoke City Public Schools' stakeholders and maintain the public's trust. The School Board also feels it important that every employee have a variety of options in communicating issues to the School Administration.

The RCPS Employee Hotline, **1-800-556-3041**, is a 24-hour telephone service line available to all staff for reporting potentially illegal or unethical matters observed, discovered, or experienced in the workplace. This resource is operated by a third-party agency to ensure confidentiality. The RCPS Employee Hotline is not meant to replace ongoing communication between employee and supervisor, but it does provide the employee an anonymous alternative. **In addition to the hotline there is also a reporting option on the internet at <https://secure.ethicspoint.com/domain/media/en/gui/79459/index.html>.**

## IX. TRAINING

All RCPS Staff are required to have training on the hazards and characteristics of SARS-CoV-2 virus and COVID-19 disease. This training ensures all employees recognize the hazards of SARS-CoV-2 and COVID-19. It also familiarizes employees with the hazards related to infectious diseases and help prevent the spread.

The training material covers the following:

- Requirements of the COVID-19 Emergency Regulation.
- RCPS Infectious Disease Preparedness and Response Plan.
- Characteristics and methods of spread of SARS-CoV-2 virus.
- Symptoms of COVID-19 disease as well as the asymptomatic reactions of some

- persons to the SARS-CoV-2 virus.
- Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, and noncontact methods of greeting.
  - Personal Protective Equipment (PPE)
    - When PPE is required
    - What PPE is required
    - How to properly wear PPE
    - Limitations of PPE
    - Proper care, maintenance, useful life, and disposal of PPE

All employees in the workplace will be trained on this subject and procedures. All training will be certified and recorded according to the Emergency Regulations for COVID-19 by the Virginia Department of Labor and Industry.

Training Records will be certified by the following requirements:

- Employee name
- Employee's signature (physical or electronic)
- Date
- Signature of Supervisor and/or Trainer

Retention of training records must be retained electronically or in the employee's file. The most recent training records will be maintained.